

OPERATING PROCEDURES FOR THE COLLEGE OF NATURAL, BEHAVIORAL, AND HEALTH SCIENCES (CNBHS)

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Section I. PURPOSE OF OPERATING PROCEDURES

These operating procedures (OPs) fulfill the requirements specified in the Faculty Policy Manual (FPM) (1.4.B.) and Implementation Guidelines (IGs) (1.4) for the college to develop procedures to operationalize the practices articulated in the IGs. These Operating Procedures also articulate the mission of the College of Natural, Behavioral, and Health Sciences (CNBHS), describe the administrative structure of CNBHS, operationalize shared governance within CNBHS, and define and detail roles and responsibilities of key stakeholders in the College.

Section II. COLLEGE MISSION, VISION AND VALUES

Mission

The College of Natural, Behavioral and Health Sciences (CNBHS) mission is to create and sustain a learning community of scientist practitioners.

Vision

We envision a College community in which faculty, staff, and students in the natural, behavioral, and health sciences are working together and across disciplines to advance practice and research.

Values

1. Excellence in teaching, research, and practice
2. Integration of teaching, research, and practice/application in the natural, behavioral, and health sciences
3. Student-centered learning
4. Collaboration and a sense of community

Section III. COLLEGE STRUCTURE

CNBHS is organized into three major academic areas, each overseen by an Associate Dean. Each of these areas consist of departments, programs, and/or schools. See the CNBHS Organizational Chart [here](#).

Natural and Behavioral Sciences

- Department of Biology
- Department of Chemistry and Physics
- Department of Psychology

Health Sciences

- Department of Behavior Analysis
- Department of Health Professions Education Program
- Department of Nutrition
- Department of Physical Therapy

Nursing

- School of Nursing

Organizational Units

Departments

A department is an area of CNBHS devoted to a particular academic discipline chaired by a faculty member. A department is an organization of faculty which has responsibility for one or more distinctive and coherent areas of study, which may involve sub-disciplines, and in which the University offers courses and grants degrees and/or certificates..

Programs

A program in CNBHS is an area of study defined by a focus in a particular discipline, or across disciplines, which is either contained within a department or may stand alone, and in which the University offers courses and grants degrees and/or certificates.

Schools

A school is designated as a larger area of CNBHS devoted to a particular academic discipline with multiple degree offerings across undergraduate and graduate levels. Undergraduate and graduate divisions are each chaired by a faculty member. Additionally, specific programs within the school may have faculty who serve as program directors.

Associate Deans

The Associate Deans (ADs) are appointed by the Dean and may be hired externally or may be appointed from within the faculty, following a posted search. Interim ADs are appointed by the Dean from within the CNBHS faculty. An AD may hold either administrative or faculty appointments. If a member of the faculty fills the position, it may be held by either a tenured or non-tenured member of the faculty.

The AD is responsible for the coordination and oversight of one of the academic areas within the College. The AD provides leadership in planning, organizing, and managing services for academic and student support. The AD works in tandem with the Dean to ensure seamless integration of academic and operational systems and serves as a representative of their academic area with external constituents.

Department Chairs

Department Chairs oversee the academic and operational needs of a CNBHS department. Chairs' responsibilities are consistent though individual needs of departments may differ. Generally, Department Chairs oversee faculty hiring, tenure, and promotion within their department. They also plan and manage departmental budgets, ensuring compliance with established policies and that spending is fiscally responsible. Lastly, Chairs are expected to leverage data to measure and improve effectiveness and determine program viability, including curriculum development and review. Chairs also have teaching responsibilities within their departments, and may have course releases and/or stipends in recognition of their administrative duties. Additional responsibilities are identified in individual appointment letters and/or within individual job descriptions. Additional leadership positions within a department may be identified based on the unique needs of each department.

Chairs may serve on a rotating basis or an ongoing appointment. Ongoing appointments are defined as those that are either appointed to an endowed department chair position (unless otherwise specified by the donor agreement) or those that are hired specifically to serve as a Department Chair. In both cases, chairs will have their terms outlined in their annual contract letter. Chairs may be appointed from within the department by the Dean with recommendations from the faculty, normally if they have at least five years of faculty experience. Chairs who serve

on a rotation basis normally serve for three-year terms. A Chair may serve a maximum of two consecutive three-year terms, at the discretion of the Dean in consultation with the department. ¹Tenure-track faculty are generally not selected as Chairs (either internally or externally) in recognition of the time commitment that administrative duties would take away from their need to focus on research and scholarship. Chairs may have 10- or 12-month faculty contracts, depending on the needs of their department (see [Section XI](#) below for additional details).

In addition to annual evaluation by the Dean, all members of the department will have an opportunity to evaluate the Chair/Division Head at the end of the first year, and every two years thereafter. Evaluations are anonymous and administered through the Dean's Office to reflect the duties of the position.

When necessary, the Dean may remove a Chair after consultation with department faculty.

Program Directors

Program Directors oversee the academic and operational needs of a specific CNBHS program. Directors' responsibilities vary based on the program and may include oversight of program curriculum, management of program-specific faculty (including adjuncts), and adherence to accreditation and disciplinary requirements. Some Directors may also oversee program budgets or manage funds related to their programs within larger departmental budgets. Directors also have teaching responsibilities within their departments. Directors may have course releases and/or stipends related to their administrative duties. Additional responsibilities are identified in appointment letters and/or within job descriptions.

Program Directors may be hired externally or appointed from within the department in which they teach by the Dean with recommendations from the faculty. Directors may have 10- or 12-month faculty contracts, depending on the needs of their program (see [Section XI](#) below for additional details). Length of the assignment as Program Director shall be specified in the appointment letter, whether the Program Director is externally or internally appointed.

When necessary, the Dean may remove a Program Director after consultation with appropriate faculty.

Dean's Leadership Team

This group is composed of the Dean, the Associate Deans and CNBHS' Operations Director.

CNBHS Leadership Team

This group is composed of the members of the Dean's Leadership Team and the department chairs and program directors.

¹ A chair who has served as chair for less than 6 years as of May 1, 2021 is eligible to complete two full terms. A chair who has already completed 6 or more years as chairs, is eligible to serve one additional full term.

Committees

As of June 15, 2021, this section is under review and development as we examine the needs of the College and determine committees that might be merged, added or removed. Further, CNBHS values student insights, input and feedback on their experiences. We commit to adding student participation and representation as part of our ongoing committee work, as appropriate.

The Dean shall call for standing and ad hoc College committees. In the call for nominations, consideration should be made to maintain a balance of faculty representation across the schools, programs and departments. CNBHS-wide committee members will be elected by the Voting Faculty using electronic voting. Committees should be charged by the Dean to make responsibilities and terms of service clear.

Faculty will convene committees at the school and department/program level.

Standing Committees:

CNBHS Operations Procedures Committee

The purpose and function of this committee follows the Implementation Guidelines, 1.4.B. "Operating Procedures (OPs) shall be specific to each College, at the College level, and shall operationalize the practices articulated in this document. At the same time, no OP shall "conflict with any provision of the Manual, Implementation Guidelines, or any governing document of the Corporation" (FPM 1.4.B). Prior to their approval by the Dean and the College Faculty, the Provost reviews all OPs for "clarity, consistency with best practices, and alignment" with the FPM and the IGs (FPM 1.4.B). Each College's Voting Faculty shall vote on its own OP."

Health Sciences Appeals Committee

1. Purpose and Function

The Health Sciences Appeals Committee considers formal written requests from students who are seeking an exception to program or CNBHS policies. The appeal must be submitted to the Associate Dean, or designee within the time frame for the particular appeal: 90 days for program exclusion and 14 days for all other appeals.

A student may seek an exception to a policy, or appeal a decision if:

- There is new information that could influence outcome
- The student views the original decision as a disproportionate response
- The student believes that the policies were administered unfairly

2. Membership

The Health Sciences Appeals Committee is composed of Program Chairs from each department (or their designee), the Associate Dean for Health Sciences, the Director of the Dotson Bridge and Mentoring Program, and an at-large-faculty member appointed by the Dean for a two-year term. The Director of Operations shall be a non-voting, *ex officio* member of the committee. The Committee has regularly scheduled meetings throughout the academic year.

3. Process

- Students submit written appeals to the appropriate Associate Dean. Students are strongly encouraged to consult with their faculty advisor, in preparing their appeal form and planning for their appearance, in front of the Health Sciences Appeals Committee.
- The Associate Dean will place the student's appeal for consideration at the next available Health Sciences Appeals Committee meeting. The Committee will make reasonable effort to consider appeals in a timely manner.
- Prior to meeting with the student, the committee may choose to consult with faculty or others involved in the case.
- The student will be invited to appear at the Health Sciences Appeals Committee meeting, where their case is being heard. Students may have their faculty advisor attend the meeting with them if they choose.
- The student will be notified, in writing, of the Committee's decision, within 10 business days of the meeting at which their appeal is heard. Notification of the decision will also be sent to the Dean and the Department Chair.
- In the event that the Appeals Committee grants an exception to a policy, the matter will be referred back to the department responsible for determining how to implement the decision.
- The Dean will be the final arbiter for cases appealed beyond the Health Sciences Appeals Committee

Standing committees in service to the University:

The following are standing committees at the College level, but are in service to the University and operate in accordance with federal, state and local guidelines. The members are appointed as described below. The committees are the Institutional Animal Care and Use Committee, the Institutional Biosafety Committee and the Chemical Hygiene Committee.

Institutional Animal Care and Use Committee (IACUC)

1. Purpose

The IACUC fulfills a federally mandated function. In accordance with federal regulations, all research involving vertebrate animals conducted at Simmons University must be reviewed and approved by the University's IACUC.

2. Function

The IACUC acts in compliance with Federal Assurance (Public Health Service, Policy on the Humane Care and Use of Laboratory Animals) and follows the “Guide for the Care and Use of Laboratory Animals.” The committee meets at least once every six months to (a) review all applications for use of animals in teaching and research, (b) review the institution’s program for human care and use of animals, and (c) inspect all of the Institution’s animal facilities. The Chair of the IACUC provides semiannual reports to the Institutional Official (IO), which will also be shared with the CNBHS Dean. If Simmons is the recipient of Public Health Service (PHS)-support for activities using vertebrate animals, the Chair of the IACUC and IO will work together to obtain Animal Welfare Assurance and provide an annual report to the PHS as required.

3. Membership

The IACUC consists of at least five members appointed by the IO for 3 year terms, with the ability to renew for an unlimited number of terms. The composition of the committee meets the requirements of the Public Health Service and includes a veterinarian, an individual appointed from outside the Simmons community, a practicing scientist experienced in research involving animals, and a member whose primary concerns are in a nonscientific area.

Institutional Biosafety Committee

1. Purpose

The Simmons University Institutional Biosafety Committee (IBC) is a formal committee of subject matter experts drawn from the Simmons community whose purpose is to conduct oversight of the Simmons Biological Safety Program and ensure the safe use of biological materials, including the use of recombinant DNA in teaching and research, conducted at or sponsored by Simmons University.

The purpose of this committee is to protect faculty, staff, students, and visitors from lab-acquired infections; maintain the security and integrity of specimens and other research materials; provide environmental protection to minimize risks to those outside the laboratory and beyond the confines of the campus; and ensure compliance with Federal, State, and City health, safety and environmental regulations and guidelines. Simmons University Biosafety Manual can be found at <https://internal.simmons.edu/wp-content/uploads/2019/09/Biosafety-Manual.pdf>.

2. Function

The IBC regulates and conducts oversight of biological material use in teaching and research and establishes, implements, and enforces policies and procedures that provide for the safe conduct of biological research and teaching at Simmons University. Based on risk assessments, The IBC has the authority to approve or reject specific protocols using Biosafety Level (BSL)-2 materials and Recombinant or Synthetic Nucleic Acid Molecules (rDNA) at BSL-2. Furthermore, when conducting research with rDNA at BSL-2, the IBC shall file an annual report with NIH Office of Science Policy (OSP). The IBC is also responsible for reporting any significant problems, violations of the NIH Guidelines, or any significant research related accidents and illnesses to the NIH OSP as required and shared with the CNBHS Dean.

3. Membership

The Biological Safety Officer (BSO), staffed by the Director of Environmental Health and Safety, shall serve as the interim chair of the IBC until, at the discretion of the BSO, the IBC is properly established and able to discharge its duties, at which point the BSO will step down as interim chair. At that time, the BSO will call for nominees to chair the IBC. The membership of the IBC, by majority vote, will recommend the new chair to senior leadership for approval. Excluding the BSO (after discharge of interim duties), the IBC Chair can be staffed by any IBC member who is duly voted upon by the IBC and approved by Dean and Provost. The BSO will continue to serve as a permanent voting member of the IBC and as the primary intermediary between laboratory personnel and the IBC.

The IBC is comprised of no fewer than five members so selected that they collectively have experience and expertise in the safe use of biological materials, animal husbandry, recombinant or synthetic nucleic acid molecule technology and the capability to assess the safety of recombinant or synthetic nucleic acid molecule research and to identify any potential risk to public health or the environment.

As required by the NIH Guidelines, in the event Simmons University conducts work with rDNA at BSL-2, at least two members of the IBC shall not be affiliated with the institution (apart from their membership on the Institutional Biosafety Committee) and represent the interest of the surrounding community with respect to health and protection of the environment.

Members of the IBC are nominated by the BSO and formally approved by Dean and Provost. Membership on the Simmons Biosafety Committee shall be for 3 years. At the end of the third year of service, members may be re-nominated.

Chemical Hygiene Committee

As of June 15, 2021 this committee is currently being formed and will develop the Chemical Hygiene Committee charter. The committee's overall responsibility shall be to oversee the use of hazardous chemicals in Simmons University labs. This includes drafting and approving safety and operational standard operating procedures, conducting risk assessments for experiments with highly hazardous chemicals, review of chemical accidents/near misses, and other chemical hygiene-related responsibilities. Simmons University Chemical Hygiene Plan (last updated in 2019) can be found at <https://internal.simmons.edu/wp-content/uploads/2019/09/Chemical-Hygiene-Plan.pdf>.

Section IV. FACULTY GOVERNANCE AND VOTING POLICIES

Voting Eligibility

All full-time and proportional (50% or greater) CNBHS faculty (including tenured, tenure-track, contract faculty, Associate Deans, Dean, Provost, and President) are voting members of the faculty, and therefore eligible to vote on College-level issues. Faculty on sabbatical or other leave are eligible to participate, but if they do not participate, they shall not be counted against the quorum requirements. Visiting faculty, research faculty, adjunct faculty, and staff are not eligible to vote.

Voting Procedures

Voting at CNBHS Faculty/Staff meetings will be organized by the Chair of the meeting. Votes may be held synchronously or asynchronously. Other than voting on meeting minutes or agenda, all votes shall be held electronically. Any voting member may request a secret ballot via anonymized electronic voting.

Quorum

For the purposes of a synchronous meeting (held either in-person or electronically – e.g., via Zoom), a quorum exists when the whole number of voting faculty present is equal to (or greater than) fifty percent of the number of that year's voting faculty plus one. For the purposes of an asynchronous electronic vote, a quorum is a response (i.e., aye, no, or abstain) from the whole number of voting faculty equal to (or greater than) fifty percent of the number of that year's voting faculty plus one. No vote at a synchronous meeting shall be held unless a quorum is present. Eligible voting members whether physically or virtually present at a synchronous meeting shall be given the opportunity to vote. No electronic vote shall be deemed valid unless a quorum has cast a vote.

The number of faculty defining a quorum shall be established as of September 8 of each year. The number of voting faculty remains fixed until the end of that academic year, regardless of whether faculty membership changes, unless the number of members changes by more than ten percent. Faculty on sabbatical or other leave shall not be counted in the annual quorum definition; they shall be counted toward that quorum when participating in specific votes.

Proxy Voting

Proxy voting shall not be permitted under any circumstances.

Voting Results

All votes (excluding annual reaffirmation and/or revision of OPs) shall pass if a simple majority of those voting, a quorum being present, are in favor of the resolution.

Section V. MEETINGS

A. Meetings of the CNBHS Faculty/Staff

Prior to the beginning of each academic year, the CNBHS leadership team will elect a member from their team to serve as the chair of CNBHS faculty/staff meetings. In the event that no one from the CNBHS Leadership Team runs for election, nominations are then open to any voting member of CNBHS and will be voted on by the full CNBHS voting faculty. The chair of CNBHS Faculty/Staff meetings will communicate the dates of all of the regularly scheduled meetings to the CNBHS faculty/staff. Regular meetings of the CNBHS Faculty/staff are held according to Wednesday Faculty Meetings Schedule generated jointly by the Provost's Office and Faculty Senate and in the morning two days prior to Commencement. The CNBHS chair of faculty/staff meetings and the Dean of CNBHS may, with five business days' notice, postpone a meeting to any fixed date or, in the event that no agenda has been presented, may cancel a regular meeting. The Chair of CNBHS Leadership Team or the Dean of CNBHS may call special meetings at any time.

The Chair of the CNBHS faculty/staff meetings presides at all faculty meetings. If the Chair cannot be present at a faculty/staff meeting, they will designate another member of the CNBHS Leadership Team to chair the meeting. The Dean's suite Executive

Assistants will assist the Chair with meeting invites, agenda maintenance, and meeting minutes.

Although only members of the voting faculty have the right to set the agenda, make and second motions, discuss motions, and vote on motions, other CNBHS administrative and operations staff and all part-time faculty shall be welcomed and encouraged to attend and participate in all meetings of the faculty unless specific action is taken by the voting faculty to limit attendance at the meetings. By a majority vote the faculty may decide to go into executive session. Only the voting members of the faculty may be present in executive session. Other guests, including student representatives, may be invited to attend regular faculty meetings by a simple majority vote of the faculty.

B. Conduct of Regular Faculty/Staff Meetings

1. Agenda and Minutes

The agenda for each regularly scheduled meeting of the faculty/staff will be prepared jointly by the Chair of CNBHS faculty/staff meetings and the Dean of CNBHS. The agenda for the meeting and the minutes of the previous meeting will be distributed at least five business days before the meeting.

The minutes of the previous meeting must be approved by the faculty as the first item of business. The second order of business will normally be degree candidate approval when applicable. These are followed by a report from the CNBHS Leadership Team (provided by the meeting Chair or other representative), the Faculty Senate report, the Dean's report, Committee reports and other reports, announcements, and new business.

2. The "Castle-Steiger" rule

- a. Faculty meetings are governed by the "Castle-Steiger" rule, a procedure adopted by the CNBHS faculty to regularize the introduction of new business. The CNBHS faculty/staff meeting Chair needs to be familiar with the "Castle-Steiger" rule, and ensure it is followed during meetings. Before any proposal involving changes in policy may come to the faculty for vote the following steps must be taken. These steps, however, may be waived by a two-thirds majority of faculty voting at a duly called meeting, a quorum being present.

- i. The motion must be presented five working days in advance of a faculty meeting. If it is not presented five working days in advance, the motion will be made and seconded (if necessary), discussed, and then placed on the table for action at the next meeting. (No vote may be taken at the first meeting). At the second meeting, the motion will come off the table automatically and be placed near the top of the agenda. The faculty will then take whatever action is judged to be appropriate by the majority present and voting, a quorum being present. The motion must be circulated in writing to the faculty no later than five business days before both its first and second

- presentation. If no changes occur after the first meeting, the motion need not be recirculated before the second meeting.
- ii. Open meetings to discuss proposals to be presented to the faculty for vote must be held at least two weeks (10 business days) prior to the meeting at which the vote is to be taken. The intent of this provision is to ensure that any changes arising out of the open meetings can be incorporated into the motion that is distributed to the faculty no later than five business days before a vote is taken.
 - iii. If a motion made without notice is deemed by the Parliamentarian to involve a change of policy, and the “Castle-Steiger” rule is not waived by a two-thirds majority vote, no vote may be called, the debate shall be limited to ten minutes, and the debate shall be confined to explorations and answers to questions. To be acted on at subsequent faculty meetings, a motion must satisfy the above provisions of the “Castle-Steiger” rule unless any of them is waived by a two-thirds majority of faculty voting at a duly called meeting, a quorum being present.
3. The following rules govern conduct during a regular Faculty/staff meeting.
- a. At the first CNBHS faculty/staff meeting of each year, a parliamentarian shall be nominated and elected from the ranks of the voting faculty not currently serving as administrators.
 - b. Recommendations or proposals from the standing committees of the College carry the force of motions to the faculty and do not require a second. They may be discussed, amended, or voted upon (subject to the Castle-Steiger rule) immediately after presentation.
 - c. Amendments, when duly moved and seconded, must be voted on before the vote on the main motion.
 - d. Ordinarily, only one amendment at a time may be considered to an original motion, but in rare cases an amendment may be made to an amendment. Such procedure tends to be confusing and should be avoided. The Chair should state the amended resolution before it is put to a vote.
 - e. A substitute motion is used when a significant change in the original motion is deemed necessary. If a person opposes the principle advanced by a particular motion it is their responsibility to advance arguments against it and to convince the assembly to vote it down, not to confuse issues by such parliamentary maneuvers as amendments and substitute motions. It is the responsibility of the Chair to keep these issues clear. A substitute motion is out of order while amendments are pending. A substitute motion is voted on before the original motion.
 - f. Moving the previous question is a motion to close debate. Rules of order are designed to provide every opportunity for reasonable discussion. Therefore, a proposal to move the previous question must be seconded and passed by a two-thirds majority of those faculty present and voting. If the motion passes there may be no further debate until the original resolution is voted upon. A proposal to move

the previous question is not debatable. It should be used sparingly, and only when members believe that further debate is useless. In general, the Chair should determine reasonable limits for the discussion of a motion and decide when to call the vote.

- g. Any voting member may ask for a secret ballot, and the chair shall honor that request. Any member who voted, may ask the chair for the number of votes garnered for each position (e.g, aye, nay, abstained), but may not ask how individual members voted.
- h. A faculty member may rise to a point of order at any time, and may call for a count to determine a quorum. If there is not a quorum at a synchronous meeting, no resolutions may be passed and only general discussion may continue until adjournment.
- i. The following motions are not debatable: the previous question, adjournment, point of order, parliamentary inquiry, and motions to table or take from the table.
- j. A motion to reconsider a resolution that has been passed previously at the same meeting may be made when the discussion has produced further evidence on some of the issues. A motion to reconsider a question may be made only by a faculty member who voted on the prevailing side of the original resolution and requires a simple majority to pass. A motion to reconsider is debatable if the question to be reconsidered is debatable.
- k. A motion to table can be either to table indefinitely or to table until a fixed date or time. A motion to table requires approval only by a simple majority of those voting. To remove a motion to table before the time set, approval by a two-thirds majority of those voting must be obtained.
- l. Any motion may be seconded without rising and obtaining recognition from the Chair.
- m. Matters not covered by these regulations will be referred to the Parliamentarian for adjudication.

C. CNBHS Leadership Team Meetings

The CNBHS leadership team meets monthly at the discretion of the Dean to bring all program chairs and directors together to discuss College-wide issues.

D. School/Department Meetings

Departments generally meet at least once per month during the academic year according to the times delineated in the Wednesday Faculty Meetings Schedule, which is generated jointly by the Provost's Office and the Faculty Senate. However, a department may change its regular meeting time or add additional meetings with the unanimous consent of all voting members of the department.

- a. Voting members of a department are members of the voting faculty of CNBHS as defined by the FPM and who have at least a 50% appointment in that department.
- b. Departments may cancel a scheduled or special meeting with the support of a majority of voting members of the department.

- c. Department meetings are chaired by the chair of the department, or in the event that they are unable to attend, their designee.
- d. All voting members of the department have the right to make and second motions, address motions, and vote on motions. Other than those exceptions listed previously, motions require only a simple majority to pass, a quorum being present.
- e. The agenda for department meetings is set by the chair of the department in consultation with the voting members of the department. Any voting member of the department may add agenda items. The agenda must be distributed by the chair to the voting members of the department at least two working days in advance of the meeting, although the voting members of the department may change the agenda during their meeting by $\frac{2}{3}$ majority vote, a quorum being present.
- f. A quorum is $\frac{2}{3}$ of the number of voting members of the department rounded up to the nearest whole number for synchronous meetings or voting, or that number of responses for asynchronous voting.
- g. Departments can decide, by majority vote at a synchronous meeting, a quorum being present, to allow for asynchronous voting. The chair will tabulate the results of any votes taken.
- h. Any voting member may ask for a secret ballot, and the chair shall honor that request. Any member who voted, may ask the chair for the number of votes garnered for each position (e.g, aye, nay, abstained), but may not ask how individual members voted if the balloting was by secret ballot.

Section VI. CURRICULUM REVISIONS

- A. In Programs with accrediting bodies, the responsibilities for these activities fall to the Department or Program as required by the accrediting body.
- B. In Departments/Programs without accrediting bodies, the de facto Curriculum Committees consist of the respective department/program faculty. However, these academic units may establish internal curriculum committees and procedures to vet internal proposals prior to submitting changes to university-wide curriculum committees.
- C. These procedures do not replace university-wide curriculum committees or their processes.

Section VII. Program Review: Description and guidelines will be forthcoming

Section VIII. FACULTY SEARCHES, HIRING AND APPOINTMENTS

A. FULL-TIME AND PROPORTIONAL FACULTY HIRING (both tenure-stream and contract)

CNBHS shall follow the Faculty Hiring Guidelines developed by the Provost's Office for a comprehensive faculty search process that includes faculty input and that follows best practices for equitable hiring. Once a faculty search has been approved by the Provost's Office and the Dean, the Dean will engage the relevant stakeholders to craft a position description for review. Once finalized, the Director of Operations will facilitate advertising for the position.

All CNBHS search committee members will be trained by HR and/or OCIE on diversity, equity, and inclusion best practices for recruiting. These practices will be infused throughout each search process. The Operations Director and the chair will work together to ensure that demographic information about the pool is reported and shared at key points throughout the search process. Further, the Dean will be kept informed of the search progress and the committee will seek the Dean's approval at various junctures (as defined by the Faculty Hiring Guidelines). The Dean will represent CNBHS in all offers to candidates, in consultation with the Provost's Office.

More detailed faculty hiring procedures, including customizable templates for process timelines, evaluation tools, and a pool of interview questions are being developed for CNBHS and can be found here **[Link in development, contact the Operations team if link not active]**.

B. ADJUNCT FACULTY HIRING

An adjunct faculty member is hired to teach a course/lab/clinicals and is responsible for planning, running, and submitting final grades for a course. CNBHS may also engage adjunct faculty for mentoring, supervision, and simulation needs related to coursework. Department Chairs are responsible for planning adjunct faculty workloads, and for making requests to hire adjuncts when tenure-track, tenured, and contract faculty are unavailable to teach courses that must be offered. Program Directors may hire adjuncts for their faculty in these and other capacities, subject to the Department Chair or Associate Dean approval. Requests to hire adjuncts (including pay rates) will be reviewed by the Operations Director and are subject to approval by the Dean.

Once an adjunct hire is approved, Department Chairs/Program Directors are responsible for searching for, evaluating, and hiring applicants, with the support of the Operations Director, and are expected to follow standard practices for these processes.

Chairs/Directors in collaboration with the Operations Director, may post adjunct positions on the Simmons employment site and/or use professional networks to find candidates. Chairs and Directors are responsible for ensuring that adjunct faculty are qualified and have the proper credentials (e.g., licensure, certifications, etc.). At a minimum, Chairs and Directors shall review candidate CVs for new adjuncts prior to offering them a position. Chairs/Directors should also periodically review CVs for returning adjuncts no less than every three years.

The Operations Director can facilitate the contracting process (in coordination with HR and the Provost's Office) and can also assist with tracking adjunct faculty workload. This ensures that adjuncts are not exceeding what is permitted under the FPM (see 2.1.D.), and/or whether they are reaching thresholds of hours per week that would qualify them for certain benefits (e.g., healthcare) under HR policy and applicable law.

C. GUEST LECTURERS

Compensated guest lecturers may be invited to speak in a course or at an event with prior approval of the Department Chair, Program Director and Associate Dean. Guest lecturers should be supplementing current CNBHS faculty experience, not substituting for faculty teaching responsibilities. Guest lecturers differ from adjunct faculty in that they are brought in for discrete engagements (i.e., a single lecture) and not responsible for curriculum, grading, or other aspects of a course. Any honorarium paid will follow the CNBHS guidelines for reimbursement of guest lecturers **[Link in development, contact the Operations team if link not active]**. Department Chairs are responsible for ensuring guests on campus are aware of the University's [Campus Access and Use Policy](#), and other policies that apply to visitors.

Section IX. PROMOTION AND TENURE

The procedures in this section are intended to clarify and instantiate the general procedures laid out in the Faculty Policy and IGs. Specific dates that are set by the IGs are marked with an asterisk (*); additional dates that are internal to CNBHS are marked with a caret (^). In the rare cases where an earlier date is set by the CNBHS OPs than specified in the IGs, both dates are shown.

Although the annual faculty reviews are part of promotion and tenure dossiers, in CNBHS, the ratings in those annual reviews should not themselves be used as direct or sole evidence of performance level. Rather, the evidence in the dossier (course evaluations, peer evaluations, evidence of scholarship, etc.) should be evaluated as a whole at the time of promotion and/or tenure.

MENTORING, DEVELOPMENT AND REVIEW

The Associate Dean, Chairs, Program Directors, and Leadership Team for each academic unit (NBS, HS, Nursing) will oversee the processes of faculty review, promotion and tenure, and mentoring and development, including the following:

- A. Ensuring that all new faculty (tenure-track faculty and contract faculty in the first three years of their appointment) are assigned mentors, and that mentoring expectations are established and periodically reviewed.
- B. Supporting the professional development and ongoing mentoring of Associate Professors in their progression towards promotion to full Professor.
- C. Overseeing the tenure-track and tenured faculty review process, including mid-point reviews, promotion and tenure, tenure, and PDMYR processes.
- D. Suggesting Local Promotion and Tenure Committee members for each tenure-track or tenured candidate for promotion and/or tenure.
- E. Establishing Midpoint Review Committees (MDRCs) for each tenure-track faculty members.

- F. Ensuring that periodic peer evaluations are scheduled and completed, and that peer evaluation records are made available as needed in the faculty review and promotion processes.
- G. Ensuring that adjunct faculty are periodically reviewed.

TENURE AND PROMOTION PROCEDURES FOR TENURE-TRACK FACULTY

A. LOCAL PROMOTION AND TENURE COMMITTEE (LPTC)

The Department Chair will work with the Associate Dean and candidate to create the LPTC. The Associate Deans (who hold full-time administrative appointments) may not serve on an LPTC. Ideally, at least one member of each LPTC should have been suggested based on their familiarity with the candidate's research area.

B. UNIVERSITY PROMOTION AND TENURE COMMITTEE (UPTC)

The composition, purpose, and functions of the UPTC are outlined in IG 1.7.D.6 and FPM 1.7.D.9.

C. PROCESS AND TIMELINE FOR PROMOTION AND TENURE (IG 2.5.F.1):

Steps marked * are specified by the IGs. Items marked ^ are additional or revised steps within CNBHS
Year prior to promotion and tenure evaluation year:

Date	From	What	Due To
September			
*By September 30th	Dean	The Dean notifies candidates of their eligibility to apply for promotion (to Associate Professor) and tenure.	Faculty (Tenure)
March			
*By March 1st	Faculty (Tenure)	Candidates notify the Dean of their intention to apply for tenure and/or promotion (to Associate Professor or Full Professor).	Dean and Provost
*By March 15th	Dean	The Dean's office notifies the UPTC and Provost of all candidates in the College for tenure and/or promotion to Associate or full Professor.	UPTC and Provost
April			
*By April 1st	Dean	The Dean notifies academic units that an LPTC needs to be formed for each candidate.	Academic Units

^Between April 1 and April 30	Associate Dean	<p>A. The candidate's Department Chair and/or Program Director and Associate Dean will suggest members for each tenure-stream candidate's LPTC.</p> <p>B. The Associate Dean will notify the Dean of any potential committee members whose home appointments are outside CNBHS, to permit coordination of service load balancing across the Colleges. In these cases, the Dean will inform the Associate Dean, Department Chair, and candidate in a timely fashion whether the service of these outside committee members has been approved by the home College.</p> <p>C. The Associate Dean forwards the approved committee member recommendations to the Dean and to the candidate.</p> <p>D. The Dean verifies the participation of all committee members (including those whose home appointment is outside the academic unit), finalizes the committee, and notifies the Chair, Associate Dean, and candidate of the committee members.</p>	Dean
^April 30		The LPTC is finalized, and the members of the committee elect their chair (IG 2.5.A.1.b).	
May			
*By May 1st	Provost and Chair of UPTC	The Provost and the Chair of the UPTC meet with candidates to discuss the process.	Faculty (Tenure)
*By May 1st	Faculty (Tenure)	All candidates inform the Dean whether they want to be notified at each step of the P&T process.	Dean
^By May 1	CNBHS Operations Team	The CNBHS Operations team creates a standard template on Google Drive for the candidate's P&T materials: a Research Folder structure and a Dossier structure. The candidate uploads their materials directly into this folder.	Candidate
*By May 15th	LPTC Chair and Faculty	LPTC Chair and candidate recommend names of external reviewers to the relevant Associate Dean, including information specified in "External Reviewers," below.	Dean
*By May 31st	Dean	The Dean contacts (or delegates the appropriate Associate Dean to contact) potential external reviewers and secures at least three and no more than five external reviewers. Typically the Dean will secure five external reviewers at this time, to ensure sufficient letters in case a reviewer later becomes unresponsive.	External Reviewers
June			

*By June 1st	Candidate	The candidate notifies the CNBHS Operations team when their Research Folder has been finalized.	CNBHS Operations Team
*By June 1st	CNBHS Operations Team	The Operations Team removes the candidate from the folder permissions and creates a unique copy of the Research Folder to be accessed by each of the external reviewers, maintaining confidentiality of materials and reviewer names at all times.	External Reviewers
*By June 15th (or as external reviewers agree to serve)	Dean	The Dean's office provides access to the Research Folder to each external reviewer and to the LPTC. The External Reviewers are asked to return their letters by September 1 ** See Letter Template to external reviewers	External Reviewers & LPTC
*By June 15th	Dean	The Dean's office creates the Dossier Folder structure (with a subfolder for each of the elements specified in IG 2.5.F.1) and uploads the Personal Data Sheet template, course evaluations (for all courses with four or more responses) and enrollments, and faculty annual reviews (since date of hire (tenure candidates) or for the past six years (full professor candidates)) into the Dossier Folder.	Faculty (Tenure) and Tenure File

In the evaluation year:

Date	From	What	Due To
September			
*No later than September 1st	External Reviewers	External reviewers shall be requested to return their reviews to the Dean no later than September 1.	Dean
*By September 1st	Faculty (Tenure)	Candidate notifies the Operations Team that their electronic Dossier Folder is complete.	Operations Team

*By September 1st	Operations Team	The Operations Team removes the candidate from the folder permissions, and provides access to the Dossier Folder and the Review Folder to the Dean, LPTC chair and members. External letters are added to the Review Folder only after the candidate's access has been removed. <u>All individuals who have access to these materials are expected to maintain complete confidentiality. Materials should be accessed through the Google Drive folder and not downloaded to individual computers.</u>	Dean & LPTC
October			
*By October 1st	LPTC Chair	LPTC Chair uploads the LPTC review and recommendation to the Review Folder and notifies the Dean that their work has been completed.	Dean
*By October 1st	Operations Team	The Operations Team updates the permissions on the Dossier Folder and Review Folder to remove all access other than the Dean and Director, then shares both the Review Folder and Dossier Folder with the UPTC.	UPTC
November			
*By November 30th	UPTC Chair	The UPTC Chair uploads their review and recommendation to the Review Folder.	
December			
*By December 31st	Dean	The Dean uploads their review and recommendation to the Review Folder and shares the Review Folder and Dossier Folder with the Provost.	Provost
February			
^February	Operations Team	Following the vote of the Board, the Operations Team archives all materials to the following CNBHS archival practices, and destroys the Google Drive folders (Research Folder, Dossier Folder, Review Folder, and all associated materials).	
July			
*On July 1st		If the candidate is awarded tenure and/or promotion, the new faculty rank shall take effect.	
*Before July 1st		Before July 1st, if a candidate has not been awarded tenure, the University shall offer the faculty member a one-year terminal contract at the faculty member's current rank.	

D. EXTERNAL REVIEWERS

External reviewers for tenure and promotion to Associate or full Professor are selected by the Dean with input from both the candidate and the LPTC. No later than May 15 in the year prior to the review year, each candidate and the chair of each LPTC shall provide the Dean with a list of 5-8 proposed external reviewers, along with the following information for each name on the list:

- a. The proposed reviewer's name, institution, academic unit, and faculty rank;
- b. A description of why they are an appropriate reviewer (in terms of research area and expertise);
- c. An affirmation that the reviewer has no known conflict of interest (direct connection to the candidate or other disqualification);
- d. The reviewer's curriculum vitae and/or webpage;
- e. The reviewer's contact information (e-mail address).

Information regarding interactions with the external reviewers:

- f. The Chair of the candidate's LPTC is permitted to have contact with colleagues in the field who may ultimately be recommended as external letter writers. This contact would be limited to the period of time when the Chair is identifying names of potential reviewers to propose to the Dean. Such contact would offer an opportunity to consult with relevant colleagues in the candidate's area of expertise for generating names for the candidate's list.
- g. Once the Dean's office has made the formal request for the colleague to serve as an external reviewer, the Chair should have no further contact with the external reviewer.
- h. The candidate shall not contact reviewers about the letter writing process.
- i. Neither the candidate nor any committee member shall share any potential reviewer names with individuals outside of the committee.

After consulting with the Associate Dean and the LPTC Chair, the Dean determines which reviewers to invite, following these principles:

- j. The LPTC can add reviewers if reviewers from the candidate's list are unable to serve as reviewers.
- k. If the candidate's research spans multiple areas, then to the extent possible, the external reviewers should provide coverage of those areas.
- l. External reviewers should be given access to candidate Research Folders by June 15. Letters from external reviewers are due by September 1.
- m. In general, the Dean invites the external reviewers, but if appropriate, the Dean may request that the Associate Deans participate in the invitation process.

E. RESEARCH FOLDER PREPARATION FOR EXTERNAL REVIEWERS

While each candidate has flexibility in what they include in the Research Folder's "Evidence of Achievement," candidates are encouraged to include a representative sample of 3-5 selected publications that were published during the review period (typically since hire, for candidates for promotion and tenure; and since the time of tenure, for candidates for full Professor). The Research Statement should articulate why these publications best represent the scope of the candidate's work and the impact that it has had on the field. External reviewers are not expected or asked to read all of the candidate's publications, so this selection of publications and accompanying narrative are essential to put the candidate's work in context.

F. DOSSIER PREPARATION

Materials for the electronic Dossier Folder for tenure and/or promotion (as outlined in the IGs) will be provided by the candidate and uploaded into a folder created by the Dean's office, using a template based on the standard structure that is specified by the IGs. The dossier is due from the candidate to the Dean on September 1.

By June 15 prior to the review year, the dean's office will share with candidates the following materials: annual reviews, course evaluations (including average scores), and course enrollments.

G. METHODS AND GUIDELINES FOR ASSESSING SCHOLARSHIP, TEACHING, AND SERVICE.

As per the IGs (2.5.C) specific methods and guidelines for assessing scholarship, teaching performance, and service contributions with respect to categories of evaluation shall be found in each College's Operating Procedures with consideration for disciplinary differences.

The LPTC conducts a full review of dossier materials, summarizes highlights of the dossier and provides an evaluation using "Excellent," "Strong," or "Not Strong" language for teaching, research, and service. The committee either indicates that it is unanimous in its evaluation or it indicates how the committee split its evaluation for each of the sections. In its conclusion, the LPTC letter makes a summary recommendation for tenure and/or promotion, indicating either a unanimous or a split recommendation.

METHODS AND GUIDELINES FOR EVALUATING SCHOLARSHIP

CNBHS defines and evaluates scholarship expansively and with deference to disciplinary differences, which vary by department, program, and subfield, and includes scholarship that may challenge or transcend traditional disciplinary boundaries. CNBHS faculty members are expected to be active in their field(s) and to develop and maintain a record of scholarly and creative work consistent with professional standards within their discipline(s). In the dossier review process, the LPTC is responsible for identifying, defining, and communicating the parameters of scholarship consistent with the candidate's subfield(s) or discipline(s), recognizing that scholarship may take place across traditional disciplinary boundaries. The candidate's scholarly record shall be evaluated in the context of these parameters.

METHODS AND GUIDELINES FOR EVALUATING TEACHING

All candidates for tenure and/or promotion shall demonstrate excellence in teaching, including excellence in classroom practice, course content, and student mentoring. CNBHS is committed to the use of multiple measures to assess teaching, and may include but are not limited to the candidate's teaching philosophy, student evaluations, peer observations, and evaluation of syllabi and other course materials.

Evaluation of teaching excellence should contextualize a faculty member's teaching philosophy and strategy, and should not penalize innovation when teaching. Moreover, CNBHS recognizes that the adoption of innovative teaching modalities and teaching classes in university-wide required courses pose unique challenges and may have systematically different student evaluation results, both quantitatively and qualitatively, than traditional teaching in one's discipline. Student evaluations should be contextualized across similar courses, in similar programs, using the same modality.

METHODS AND GUIDELINES FOR EVALUATING SERVICE

CNBHS recognizes the importance of faculty service to the institution as well as to the profession and to our broader community. In addition to University and community service, CNBHS places high value on service to the department/program and College. All full-time and proportional CNBHS faculty are expected to participate in some form of service on an annual basis.

PROMOTION PROCEDURES FOR CONTRACT FACULTY

Contract faculty promotion processes are described in the Implementation Guidelines (2.5.F.2). Contract faculty who wish to be considered for promotion the following year should notify the Dean and follow the “Schedule for Contract Faculty” as outlined in the Implementation Guidelines.

A. COLLEGE CONTRACT PROMOTION COMMITTEE (CCPC)

- a. The CCPC will be established for contract faculty being considered for promotion each year. It should consist of three to five members and include at least one tenure stream faculty and at least one contract faculty member, and may include faculty from candidates’ academic units.
- b. All committee members must be at or above the rank to which promotion is being considered and hold full-time or proportional appointments. Committee members shall serve two-year terms, staggered to ensure continuity.
- c. When a vacancy occurs, the CNBHS Administrative Staff shall solicit nominations from the faculty, Department Chairs, Director(s), and Dean, and shall hold a timely election (electronically or in person at a CNHBS or academic unit meeting). Typically, these vacancies should be filled near the end of the academic year.
- d. Any member of the CCPC who is undergoing promotion review shall recuse themselves from consideration of their own case. If a candidate is under consideration for a rank of full Professor (non-tenure track or full Professor of Practice), their case shall be considered by a subcommittee that includes only the members at the rank of full (tenure-stream or contract) Professor. If such recusal leaves fewer than three members in the subcommittee, additional ad hoc members at the appropriate rank from other Colleges will be appointed by the Dean as needed to bring the number of subcommittee members to three.

B. PROCESS AND TIMELINE FOR PROMOTION FOR CONTRACT FACULTY

Steps marked * are specified by the IGs. Items marked ^ are additional or revised steps within CNBHS

Date	From	What	Due To
September			
*By September	Faculty (Contract)	Candidates notify the Dean of their intention to be considered for promotion	Dean

30th			
October			
*By October 31st	CCPC	The members of a College Contract Promotion Committee (CCPC) are established according to the OPs.****	
^Within 5 business days of the candidate's formal notification of intent to be considered for promotion.	CNBHS Operations Team	The CNBHS Operations team creates a standard template on Google Drive for the candidate's promotion materials and notifies the candidate of its location. The candidate uploads their materials directly into this folder.	

March			
*By March 1st	Faculty (Contract)	Candidate notifies the Operations Team that their electronic Dossier Folder is complete.	Operations Team
^By March 2nd	Operations Team	The Operations Team removes the candidate from the folder permissions, and provides access to the Dossier Folder to the Dean, CCPC chair and members. All individuals who have access to these materials are expected to maintain complete confidentiality. Materials should be accessed through the Google Drive folder and not downloaded to individual computers. Any printed documents should be destroyed after use.	Dean & CCPC
April			
*By April 1st	CCPC	The CCPC submits their written review and recommendation to the Dean and the Provost. The CCPC review and recommendation shall address teaching, continued professional engagement, and service.	Dean and Provost
May			
*By May 15th	Provost	The Provost will make a decision on promotion and notify in writing the CCPC, the Dean of the candidate's home academic unit, and the candidate of the promotion decision.	CCPC, Dean and Faculty (Contract)

July			
*On July 1st		If the candidate is awarded promotion, the new faculty rank shall take effect. If a candidate has not been awarded the promotion and if the candidate's contract is renewed, the University shall offer a contract at the current rank.	

C. DOSSIER PREPARATION

With guidance from the Dean and CCPC, candidates will prepare a dossier which contains a table of contents; curriculum vitae, personal data sheet, personal statement focusing on professional development and currency, accomplishment (teaching and service), and teaching philosophy; student evaluations since the date of hire or most recent promotion; peer class observations; evidence of professional development; materials supporting need; annual reviews; and additional supporting documents, as needed. Specific supporting documentation is outlined in the Implementation Guidelines. When preparing the dossier, candidates should consider that the members of the CCPC may not be familiar with the context of their discipline or the significance of their accomplishments in the field. The dossier must be submitted by March 1st. Additional supplemental material may be placed in the dossier until the dossier is submitted to the Provost's Office.

D. EVALUATION

The CCPC will make recommendations to the Dean based on each candidate's teaching, continued professional engagement, and service, as evidenced by the material presented in the dossier. A statement of need, written review, and recommendation for each candidate will be submitted to the Dean by the academic unit head. The Dean will take into account information provided by the academic unit head and CCPC when submitting a review and recommendation regarding each candidate to the Provost. The decision on promotion will be made by the Provost, who will provide notification of the decision in writing to the CCPC, Dean of each candidate's home academic unit, and each candidate. If awarded promotion, the new faculty rank will take place on July 1st. A contract faculty who is not awarded a promotion has a right to appeal the decision, as outlined in the Implementation Guidelines.

Section X. FACULTY REVIEW

A. MIDPOINT REVIEWS OF FACULTY WITH TENURE-TRACK APPOINTMENTS

This review includes an assessment of the faculty member in light of the Criteria for Promotion and Tenure as established by the University. An assessment of the faculty member's demonstrated capacity to develop and grow sufficiently is required to satisfy the Criteria for Promotion and Tenure as generally applied to tenure candidates (IG 2.6.A.2). The midpoint review will take the place of the candidate's annual review for that academic year.

B. MID-POINT REVIEW (MPRC) COMMITTEES

The Chair and Associate Dean will create an MPRC of three to five members. The Associate Dean notifies the Dean of any potential committee members whose home appointment is outside CNBHS, to permit

coordination of service load balancing across the Colleges. In these cases, the Dean will inform the Associate Dean in a timely fashion whether the service of these outside committee members has been approved by the home College. The Associate Dean forwards the proposed committee members to the Dean for approval by February 15th[^].

The MPRC committee will be composed of tenured faculty from the candidate's department and other members in the Natural and Behavioral Sciences (Biology, Chemistry/Physics, Psychology,) OR Health Sciences (Nursing, Nutrition, Physical Therapy, Health Professions Education, Behavior Analysis), i.e. an interdisciplinary committee. At least one member of the MPRC should have familiarity with the candidate's research area. The Associate Deans shall serve on the MPRCs as one of the three to five members.

C. PROCESS AND TIMELINE FOR MID-POINT REVIEWS FOR TENURE-TRACK FACULTY

Steps marked * are specified by the IGs. Items marked ^ are additional or revised steps within CNBHS

Year Prior to Midpoint Review

Date	From	What	Due To
March			
*By March 15th	Dean	Dean reminds faculty who are scheduled for mid-point review in the following year.	Faculty
July			
[^] July 1	Dean's Office	To facilitate the process, the Dean's office establishes an initial folder for the candidates containing: Copies of annual reviews for all years of service; Course evaluation reports for all years of service; List of courses taught, with enrollment numbers, for all years of service. This folder shall be updated as new courses and evaluations become available.	Candidate

Year of Midpoint Review

Date	From	What	Due To
February			
[^] Prior to February 15th	Associate Dean	The Associate Dean notifies the Dean of any potential committee members whose home appointment is outside CNBHS, to permit coordination of service load balancing across the Colleges. In these cases, the Dean will inform the Associate Dean in a timely fashion whether the service of	Dean

		these outside committee members has been approved by the home College.	
by February 15th^	Associate Dean	The Associate Dean forwards the proposed committee members to the Dean for approval.	Dean
^March 1st	Dean	The Dean verifies the participation of all committee members (including those whose home appointment is outside the academic unit), finalizes the committee, and notifies the MPRC, Associate Deans, and candidate of the committee members.	MPRC & Candidate
April			
*By April 30th	Mid-Point Review Committee	MPRCs formed by Associate Deans in consultation with appropriate faculty and approval of Dean. The members of the committee elect their chair (IG 2.5.A.1.b).	Academic Units
May			
*By May 31st	Faculty	Candidate submits midpoint review dossier.	MPRC
June			
*By June 15th	Mid-Point Review Committee	MPRC submits letter to Dean**	Dean
September			
*By September 15th	Dean	Dean meets with the candidate to discuss the candidate's dossier, recommendations, and implementation plan.	Faculty
October			
*By October 15th	Dean	Dean forwards recommendations to the candidate and the Provost.	Provost

D. GUIDELINES FOR THE MPCR REVIEW AND LETTER**

The goal of the mid-point review is generally formative, i.e. to foster development and improvement. The work of the MPRC is to contextualize the candidate's work from a disciplinary and department perspective (e.g., time commitment of work described, impact in the field, typical scholarship output for discipline, mitigating factors impacting candidates work) and to address how the candidate meets department and institutional need in terms of disciplinary and interdisciplinary teaching etc. .

The MPRC conducts a full review of dossier materials, summarizes highlights of the dossier and provides an evaluation using "Excellent," "Strong," or "Not Strong" language for teaching, research, and service. The letter should provide recommendations (e.g., continue with the current rate of productivity and accomplishments, give specific attention to one or more areas). The Letter is written as a memo to the

Dean in the third-person. The Candidate and their Chair are cc'd on the letter A Department Chair's letter to the MPRC is optional as the Department Chair is usually a member of the committee.

E. ANNUAL REVIEW OF FULL TIME AND PROPORTIONAL FACULTY

The annual review is based on the faculty member's Activities and Accomplishment Report (including quantitative and qualitative measures of teaching performance) and a written assessment by the faculty member's academic unit head. Every full-time and proportional (tenured, tenure-track and contract) faculty member shall be reviewed each year by their academic unit head. Every academic unit head shall be reviewed each year by their Dean or designees. All faculty, including tenured faculty, shall have a peer classroom observation as outlined in the IGs.

F. REVIEW OF FACULTY WITH ADJUNCT APPOINTMENTS

Adjunct faculty will be reviewed upon their first appointment, including, if possible, a peer observation of teaching. In future appointments, assuming positive initial performance, Department Chairs, Program Directors, or Course Leads will use student evaluations to monitor on-going performance. Chairs and Directors are responsible for ensuring that adjunct faculty are qualified and have the proper credentials (e.g., licensure, certifications, etc.). Chairs/Directors should review CVs for returning adjuncts no less than once every three years.

G. PERIODIC DEVELOPMENTAL MULTI-YEAR REVIEW (PDMYR) FOR TENURED FACULTY

The purpose of PDMYR is stated in the FPM 2.6.B.2 and is designed to encourage, recognize, and support the continuous development of tenured faculty at Simmons through a process of peer review.

The timeline for PDMYR is outlined in the IGs 2.6.B.2 and recurs following six years of service after the award of tenure and every 6 years thereafter. The Dean shall maintain a schedule for identifying when each tenured faculty member is scheduled for PDMYR.

In CNBHS, the Dean appoints the PDMYR committee in consultation with the candidate, the candidate's academic unit head (department chair, program director or other designee), and the PDMYR chair (if different than the academic unit head). The PDMYR committee will consist of three to five members.

H. PEER REVIEW OF TEACHING

- a. Department chairs or program directors shall facilitate scheduling at least one peer observation of each full-time or proportional faculty member per year, to include both evaluative and developmental feedback.
- b. Observations shall be conducted by a faculty member in the candidate's academic unit, or a closely related academic unit.
- c. The observing peer is responsible for
 1. Carefully observing a class session
 2. Preparing both developmental and evaluative feedback about the candidate's teaching performance

3. Sharing feedback with the candidate and chair or program director within thirty days of the observation.
- Observing faculty are expected to follow best practices for peer observation, including
 4. A pre-observation meeting
 5. Careful documentation of observations
 6. Written feedback that includes both objective observations and subjective analysis/feedback of classroom/live session performance, class content, and student engagement
 7. Specific suggestions for improvement, and offering a meeting to debrief the observation and provide verbal feedback to the candidate.
- d. For candidates for tenure and/or promotion, these observations shall be entered into the candidate's dossier.

Section XI. FACULTY AVAILABILITY

CNBHS strives to maintain a reasonable balance which allows time for scholarship, professional practice and individual pursuits while also recognizing the important work that occurs throughout the entire calendar year.

CNBHS Faculty are expected to be available and responsive to students, colleagues, and administrators throughout the duration of their contract period (including when classes are not in session), except when on sabbatical, other approved leave or when receiving compensation to cover time outside of contract period as part of a separate contract. The Dean's office will make remote participation available whenever feasible. If a faculty member with a contract less than 12 months is teaching in a program that runs year round, expectations for load and availability will be set in consultation with the department chair or program director.

CNBHS faculty, who are not on sabbatical or other approved leave, are also expected to put an out of office email response or occasionally monitor their Simmons email for important information during their non-contracted months, and provide the Dean's office with an alternate mechanism by which they can be reached for urgent matters.

CNBHS Faculty with administrative appointments, including but not limited to department chairs, and program directors, are expected to be available throughout the year, including some portion of winter break and summer months, for exceptional, urgent matters related to their programs, departments, or schools.

Section XII. PROFESSIONAL DEVELOPMENT

Full-time and proportional Tenure Stream and Contract Faculty (for both online and on-ground) are eligible to apply for professional development funds. Faculty professional development allotments will be determined each fiscal year in light of available budget.

Faculty use of professional development funds requires pre-approval; reimbursement cannot be guaranteed for expenses incurred without prior authorization (submission of expenses should follow University policy). Professional development funds can only be used for expenses allowed by University policy (see IGs Section 2.7.A).

For specific information on Professional Development funding, including advanced approval and reimbursement procedures, see the Faculty Resources page on the CNBHS website:

<https://www.simmons.edu/academics/colleges-schools-departments/cnbhs/faculty-resources>

Section XIII. SABBATICALS SHALL FOLLOW IGs

Section XIV. APPROVAL AND AMENDMENT

These operating procedures are subject to approval by the Provost, dean. Votes regarding the adoption and modification of the OPs will be considered to pass only if (a) there is a participating quorum at the College level and (b) two-thirds (rounding up) of those voting in each of the Nursing, Health Sciences, and Natural and Behavioral Sciences units for adoption before they go into effect. Adoption of OPs shall be voted on only by secret ballot.

The operating procedures should be reviewed annually by the Dean or Dean's designee and the CNBHS Leadership team and the CNBHS voting faculty, with a review period announced at the March meeting, and with sufficient time to make a proposal for an amendment (should one be needed or desired) prior to a vote for revision or reaffirmation at the May CNBHS meeting. In the event that the OPs are not reaffirmed, a working group shall be formed to identify specific concerns and to develop a proposed revision. The working group should include both supporting and dissenting faculty. The OPs, once adopted, shall remain in force until revised by a majority of voting eligible faculty.

Amendments to these OPs can be proposed in writing by either the Dean or any voting-eligible faculty member. Amendments are subject to approval by the dean and provost before a faculty vote, and require a 2/3 majority of voting-eligible CNBHS faculty for approval.